

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Law Clerk

2015

LCK1 LCK2 Curriculum Modification for 2016-17

Fanshawe College



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CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE" DEC 01 2015

Program Requiring Changes

Office of the Registrar

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Program Title: Law Clerk | | |
| Program Number: LCK1/LCK2 | Date Submitted: 11/27/2015 | |
| Dean responsible for program: Ben Cecil | Chair: Mark Hunter | |
| Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship | | |
| Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S Other: | Catalogue Year(s) Impacted: 20167 | |
| Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met | Date of Last Program Review: 6/30/2011 | |
| <i>I have read the reasons for the change and...</i> | | <i>Signature and date</i> |
| Dean of Faculty (responsible for program): | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve |  12/20/15 |
| T2.15 Dean of Faculty (impacted by change): | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | refer to attached communication |
| Dean of Faculty (impacted by change): | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | |
| Associate Vice President Academic (required for major changes and late DAs): | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve |  12/20/15 |
| Director, Centre for Academic Excellence: | <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | Judy Geddes DEC 15/15 |
| Office of the Registrar: | <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | emcalle |

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

Changing WRIT to align with School of Public Safety.

WRIT-1032 Reason and Writing – Business 1 changed to WRIT-1089 Reason and Writing 1 for Public Safety

Please note: WRIT-1089 has already been implemented in 20156 PFT1

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- ☐ A recent program review
- ☐ College Advisory Committee feedback
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☐ Trends in the field/industry
- ☒ Other (please describe): Align with School of Public Safety

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☐ Goal 1 - Enrolment growth
- ☐ Goal 2 - Flexible delivery options
- ☒ Goal 3 - Premier student experience
- ☐ Goal 4 - Sustainable College life

3.0 Students

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):

- ☐ Equipment (Include details):
- ☐ Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

- ☒ Yes
- ☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- ☒ No
- ☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- ☐ No
- ☒ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- ☐ School of Information Technology
- ☐ Lawrence Kinlin School of Business
- ☐ School of Tourism and Hospitality
- ☐ School of Health Sciences
- ☐ School of Human Services
- ☐ School of Nursing
- ☐ School of Public Safety
- ☐ School of Contemporary Media
- ☐ School of Design
- ☒ School of Language and Liberal Studies
- ☐ School of Aviation Technology
- ☐ School of Applied Sciences and Technology
- ☐ Donald J. Smith School of Building Technology
- ☐ School of Transportation Technology
- ☐ Continuing Education
- ☐ Simcoe/Norfolk Regional Campus
- ☐ Woodstock/Oxford Regional Campus
- ☐ St Thomas/Elgin Regional Campus

*SLLS has been consulted and supports this change

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?

- ☒ No
☐ Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- ☒ No
☐ Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- ☒ Yes
☐ No (If no, please explain)

7.2 Indicate:

- i) Total program hours before proposed change: 1256/1262
 ii) Total program hours after proposed change: 1256/1262
 iii) Level(s) in which the proposed change(s) occurs: Level 1

7.2.1 Are the total program hours consistent with the requirements as listed below?

- ☒ Yes
☐ No (If no, please explain)

| | |
|-----------------------------------------|------------------------------------------------|
| Local Certificate - 300 hours | Ontario College Certificate - 600 hours |
| Diploma - 1200 to 1400 hours | Advanced Diploma - 1800 to 2000 hours |
| Graduate Certificate - 600 hours | |

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☐ No
☒ Yes

| | | |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------|
| Local Certificate, Ontario College Certificate and Graduate Certificate - none required) | Diploma - 3 required (minimum of 1 must be an elective) | Advanced Diploma - 4 required (minimum of 2 must be electives) |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------|

7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

- ☐ No
☒ Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

To: Paul

From: Barbara

Date: November 26, 2015

Re: **Degree Audit Reports**
LCK1 and LCK2

Please find attached the Degree Audit Reports for 2016/17 for the LCK1 and LCK2 programs.

I have changed the WRIT course from WRIT-1032 to WRIT-1089 as requested. Also, I changed the course description to "Reason & Writing – School of Public Safety" as directed by Agatha.

Would you please ask Mark to sign these forms and then return them to Agatha before December 1, 2015. 2015

Thank you.

Degree Audit Report

Catalog: 2016/2017

Program: LCK2
Department: PSF - Public Safety
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs
Credential: Ontario College Diploma
Grade Scheme: LG2
Major: LCK1 - Law Clerk
Co-Op Indicator: Mandatory Co-op
Name: Law Clerk (Co-op)
Div: PSF - Public Safety

Academic Program Requirement

Total Credits: 84.00
GPA Requirement: 2.000
Minimum Grade: D
Residency Reqmt: 21.00
Residency Reqmt GPA: 2.000

Academic Requirement: LCK2.16 Law Clerk

Major: LCK1
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

| | | Total Hours | Total Credits | GE |
|-----------|---------------------------------|------------------------|--------------------------|-----------|
| BUSI-1156 | Strategies for Success | 14.00 | 1.00 | |
| COMP-1330 | Computer Applications Law Clerk | 42.00 | 3.00 | |
| LAWS-1004 | Introduction to Legal Materials | 60.00 | 4.00 | |
| LAWS-1007 | Civil Procedure | 60.00 | 4.00 | |
| LAWS-1036 | Torts & Contracts | 60.00 | 4.00 | |

Group 2

TAKE WRIT-1032 OR WRIT-1034

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------|------------------------|--------------------------|-----------|
| WRIT-1032 | Reason & Writing 1 - Business | 45.00 | 3.00 | |
| WRIT-1034 | Reason & Writing 1 - EAP | 60.00 | 4.00 | |

Subrequirement: Level 2

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------------|------------------------|--------------------------|-----------|
| LAWS-1006 | Introductory Estates | 60.00 | 4.00 | |
| LAWS-1008 | Introduction to Real Estate | 60.00 | 4.00 | |
| LAWS-1010 | Creditors' Rights | 60.00 | 4.00 | |
| LAWS-1012 | Corporate Law | 60.00 | 4.00 | |
| COMM-3044 | Prof. Communications for Law Clerks | 45.00 | 3.00 | |

Degree Audit Report

| | | | | |
|-----------|----------------------------------------|-------|------|----|
| MGMT-3052 | Understanding Workplace Behaviours | 45.00 | 3.00 | ** |
| COOP-1020 | Co-operative Education Employment Prep | 6.00 | 1.00 | |

Subrequirement: Level 3

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-----------------------------------------|------------------------|--------------------------|-----------|
| LAWS-3002 | Advanced Estates | 60.00 | 4.00 | |
| LAWS-3006 | Family Law | 60.00 | 4.00 | |
| LAWS-5006 | Civil Procedure-Adv | 45.00 | 3.00 | |
| LAWS-1039 | Real Estate Title Searching | 60.00 | 4.00 | |
| LAWS-1040 | Legal Research & Writing | 60.00 | 4.00 | |
| INSR-1006 | Fundamentals of Insurance for Consumers | 45.00 | 3.00 | ** |

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-----------------------------------|------------------------|--------------------------|-----------|
| ACCT-1083 | Systems for the Modern Law Office | 45.00 | 3.00 | |
| LAWS-3052 | Landlord & Tenant Law | 45.00 | 3.00 | |
| LAWS-3043 | Real Estate Procedure-Adv | 60.00 | 4.00 | |
| LAWS-5007 | Commercial Transactions-Adv | 60.00 | 4.00 | |
| LAWS-3020 | Legal Applications | 45.00 | 3.00 | |

Subrequirement: Gen Ed - ElectivesTake 3 General Education Credits -
Normally taken in Level 4**Subrequirement: Program Residency**Students Must Complete a Minimum of 21 credits in this
program at Fanshawe College to meet the Program Residency
requirement and Graduate from this program


Approved By Chair/Manager:

School of Public Safety Nov 27/2015

Department and Date:

Approved by Dean:

Date:

General Education Approved By(as appropriate):

Date:

Degree Audit Report

Catalog: 2016/2017

Program: LCK1 **Name:** Law Clerk
Department: PSF - Public Safety
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs
Credential: Ontario College Diploma

Grade Scheme: LG2
Major: LCK1 - Law Clerk **Div:** PSF - Public Safety
Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 83.00 **Residency Reqmt:** 21.00
GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000
Minimum Grade: D

Academic Requirement: LCK1.16 Law Clerk

Major: LCK1
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:
Group 1

| | | Total Hours | Total Credits | GE |
|-----------|---------------------------------|----------------|------------------|----|
| BUSI-1156 | Strategies for Success | 14.00 | 1.00 | |
| COMP-1330 | Computer Applications Law Clerk | 42.00 | 3.00 | |
| LAWS-1004 | Introduction to Legal Materials | 60.00 | 4.00 | |
| LAWS-1007 | Civil Procedure | 60.00 | 4.00 | |
| LAWS-1036 | Torts & Contracts | 60.00 | 4.00 | |

Group 2

TAKE WRIT-1032 OR WRIT-1034

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------|----------------|------------------|----|
| WRIT-1032 | Reason & Writing - Business 1 | 45.00 | 3.00 | |
| WRIT-1034 | Reason & Writing 1 - EAP | 60.00 | 4.00 | |

for School of Public Safety (circled)

Subrequirement: Level 2

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------------|----------------|------------------|----|
| LAWS-1006 | Introductory Estates | 60.00 | 4.00 | |
| LAWS-1008 | Introduction to Real Estate | 60.00 | 4.00 | |
| LAWS-1010 | Creditors' Rights | 60.00 | 4.00 | |
| LAWS-1012 | Corporate Law | 60.00 | 4.00 | |
| COMM-3044 | Prof. Communications for Law Clerks | 45.00 | 3.00 | |

Degree Audit Report

| | | | | |
|-----------|------------------------------------|-------|------|----|
| MGMT-3052 | Understanding Workplace Behaviours | 45.00 | 3.00 | ** |
|-----------|------------------------------------|-------|------|----|

Subrequirement: Level 3

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-----------------------------------------|------------------------|--------------------------|-----------|
| LAWS-3002 | Advanced Estates | 60.00 | 4.00 | |
| LAWS-3006 | Family Law | 60.00 | 4.00 | |
| LAWS-5006 | Civil Procedure-Adv | 45.00 | 3.00 | |
| LAWS-1039 | Real Estate Title Searching | 60.00 | 4.00 | |
| LAWS-1040 | Legal Research & Writing | 60.00 | 4.00 | |
| INSR-1006 | Fundamentals of Insurance for Consumers | 45.00 | 3.00 | ** |

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

| | | Total Hours | Total Credits | GE |
|-----------|-----------------------------------|------------------------|--------------------------|-----------|
| ACCT-1083 | Systems for the Modern Law Office | 45.00 | 3.00 | |
| LAWS-3052 | Landlord & Tenant Law | 45.00 | 3.00 | |
| LAWS-3043 | Real Estate Procedure-Adv | 60.00 | 4.00 | |
| LAWS-5007 | Commercial Transactions-Adv | 60.00 | 4.00 | |
| LAWS-3020 | Legal Applications | 45.00 | 3.00 | |

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -

Normally taken in Level 4

[Signature]
12/20/15

Subrequirement: Program Residency

Students Must Complete a Minimum of 21 credits in this
program at Fanshawe College to meet the Program Residency
requirement and Graduate from this program

[Signature]
Approved By Chair/Manager:

[Signature]
Approved by Dean:

General Education Approved By(as appropriate):

School of Public Safety
Department and Date:

12/20/2015
Date:

Date: